

**THIS IS THE HEALTH AND SAFETY STATEMENT OF**

**Cayton Primary School**

**Our statement of intent is:**

- Implement the requirements of NYC's Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYC in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide clear instructions, information, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- provide personal protective equipment;
- implement emergency procedures, including evacuation in case of fire or other significant incident; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** *J. Monaghan*

**Headteacher**

**Signed:** *C. Tindall*

**Chair of Governors**

**Signed:** *M. Taylor*

**Health and Safety Lead**

**Date: 11.9.24**

**Review date: Sept 25**

# HEALTH AND SAFETY POLICY

## RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

Mrs Juliet Monaghan (Headteacher)  
Mr Michael Taylor (Assistant Headteacher)  
Resource Committee Governors

Day-to-day responsibility for ensuring this policy is put into practice:

Name: Mr S Shasanya (NYC Building Cleaning Services)  
Responsibility: Caretaker

Name: Mrs J Hall  
Responsibility: School Cook (NYC)

Name: SCS Groundcare  
Responsibility: Maintenance of the school grounds

Name: Continental Sports  
Responsibility: Large P.E apparatus and outdoor play apparatus.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Mrs Juliet Monaghan (Headteacher)  
Mr Michael Taylor (Assistant Headteacher – HandS lead)  
Responsibility: Health & Safety Governor – Mrs C Tindall

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;

- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety advice is available from your NYES Health and Safety Service Safety Risk Adviser:

Wayne Thickett NYES Health and Safety Service  
07973 802034

## ORGANISATIONAL CHART

Please place a copy of the school's organisational chart here

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

- The Headteacher
- Health and Safety Lead
- EVC Lead
- Teaching and support staff
- Any other member of staff requested to undertake a risk assessment by the Headteacher
- NYC Building Cleaning Services
- County Caterers
- Catering Staff
- SCS Groundcare
- Continental Sports
- NYC Property Services
- Any other individual/ company at the request of the Headteacher

The findings of the risk assessments will be reported to:

The Headteacher/ Health and Safety Lead  
Governors  
Staff were necessary  
NYCC Property Services  
SCS Groundcare  
Sport Safe UK  
NYC

Action required to remove/control risks will be approved by:

Headteacher and Health and Safety Lead in consultation with managers of appointed companies.

The person responsible for ensuring the action required is implemented is

The Headteacher/ Health and Safety Lead  
Governors  
Staff  
NYC Property Services  
NYC Building Cleaning Services  
SCS Groundcare  
Sport Safe UK  
NYC

Checks that the implemented actions have removed/reduced the risks will be carried out by:

- Headteacher
- Health and Safety Lead
- The member of staff completing the risk assessment.

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Juliet Monaghan (Headteacher)

Michael Taylor (Acting Assistant Headteacher/Health and Safety Lead)

Carol Tindall (Chair of Governors)

Consultation with employees is provided by:

Agenda item on staff weekly meetings

**Staff briefing and noticeboard**

**Training Days**

**Resource Committee Meetings/Governors meetings**

## **ARRANGEMENTS**

### **SAFE PLANT AND EQUIPMENT**

**Identifying equipment/plant, which will need maintenance is the responsibility of:**

**The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers**

**Ensuring effective maintenance procedures are drawn up is the responsibility of:**

**The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers  
Any County Contractors**

**The person responsible for ensuring that all identified maintenance is implemented is:**

**The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers  
Any County Contractors**

**Problems with plant/equipment should be reported to:**

**School Office  
Headteacher/ Health and Safety Lead**

**Checking plant and equipment health and safety standards before purchase is the responsibility of:**

**The Headteacher/ Health and Safety Lead  
Members of staff where appropriate**

# ARRANGEMENTS

## SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers

The person(s) responsible for undertaking COSHH assessments is/are:

The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers  
Any County Contractors

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers  
Any County Contractors  
Ground Maintenance

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

The Headteacher/ Health and Safety Lead  
NYC Property Services  
NYC Building Cleaning Services  
NYC County Caterers  
Any County Contractors  
Ground Maintenance

Checking that substances can be used safely before they are purchased is the responsibility of:

The Headteacher/ Health and Safety Lead  
NYES Property Solutions  
NYES Cleaning  
NYES Catering  
Grounds Maintenance

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

# ARRANGEMENTS

## INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Office  
Staff Room

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Wayne Thickett, NYCC HandS Service

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

Headteacher  
Teaching staff  
Support staff



# ARRANGEMENTS

## COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Local SLT Induction  
The Headteacher/ Health and Safety Lead

Job specific training will be provided by:

The Headteacher/ Health and Safety Lead  
NYCC HandS Team  
External providers where necessary

Health and Safety Training Requirements:

Asbestos/Legionella training

Headteacher and HandS lead

First Aid training

Headteacher and HandS lead  
All staff

Fire Awareness / Fire Warden training

Headteacher and HandS lead  
Office Manager

Working at Height / Safe Ladder use

All staff

Manual handling

All staff

Educational Visit Training

EVC leader – Mark Vasey

Training records are kept:

In Health & Safety Document Management file – School Office

Training will be identified, arranged and monitored by:



# ARRANGEMENTS

## ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

### Locations of First Aid Boxes:

**Classrooms – one per classroom. Lunchtime advisors use the first aid box for dinner times.**

**Office  
Kitchen**

### The first aiders are:

**All staff are emergency aid trained on a 3 year cycle**

**Work first aiders – Juliet Monaghan and Helen Clough**

**Paediatric first aiders – Lucy Oliver, Kate Forrest, Katharine Lester, Kirsty Stacey, Julie Brannan**

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:**

**In the office  
Staff Folder on server**

**The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC Health and Safety section is:**

**The Headteacher/ Health and Safety Lead**

# ARRANGEMENTS

## MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing  
Asbestos inspection  
Termly Visual H & S inspection  
Establishment Hands Service Inspection  
PAT testing  
Fixed appliance electrical testing  
Extraction fans maintenance  
Property Services Condition Survey  
Prioritised programme of risk assessment  
Boiler room annual inspection  
Gulleys and Gutters checked and cleaned  
Pest control  
Sports and Gym equipment maintenance

Health and Safety inspections  
Report weekly in staff meetings  
Report at termly Governor's meetings  
Investigate any accidents, sickness absences or reported incidents that occur.

The person responsible for investigating accidents is:

Headteacher/ Health and Safety Lead,

The person responsible for investigating work-related causes of sickness absences is:

Headteacher/ Health and Safety Lead, Occupational Health

The person responsible for acting on investigation findings to prevent a recurrence is:

Headteacher/ Health and Safety Lead, Occupational Health

## ARRANGEMENTS

### ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

Headteacher/ Health and Safety Lead

The Asbestos Risk Management file is kept in:

Admin Office

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Admin Office

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Office Manager – Helen Clough

Asbestos risk assessments will be undertaken by:

Headteacher/ Health and Safety Lead  
External Contractors

Visual inspections of the condition of ACM's will be undertaken by:

Headteacher/ Health and Safety Lead

Records of the above inspections will be kept in:

Admin Office – Asbestos Risk Management Folder

# ARRANGEMENTS

## LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Building Cleaning Services (NYCC) Samuel Shasanya  
Michael Taylor – HandS lead

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

Water Management Arrangements Folder

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Building Cleaning Services (NYCC)

Record showing that the above on-site tasks have been undertaken are kept in:

Water Management Arrangements Folder

# ARRANGEMENTS

## WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Headteacher/ Health and Safety Lead

Risk assessments for working at height are to be completed by:

Headteacher/ Health and Safety Lead

Equipment used for work at height is to be checked by and records kept in:

Establishment  
Governor

Establishment Management File

# ARRANGEMENTS

## MANUAL HANDLING

All manual handling tasks in the establishment must be authorised by:

Headteacher/ Health and Safety Lead

Risk assessments for manual handling tasks are to be completed by:

Headteacher/ Health and Safety Lead

Equipment used for manual handling is to be checked by and records kept in:

Establishment  
Governor

Establishment Management File

Risk assessments for manual handling tasks are to be completed by:

Headteacher/ Health and Safety Lead  
/all members of staff



# ARRANGEMENTS

## EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

Headteacher/ Health and Safety Lead, EVC Lead

The Educational Visits Co-ordinator(s) is/are:

Mr Mark Vasey

Risk assessments for off-site visits are to be completed by:

Group Leader

NYC Policy, Procedures & Guidance for Educational Visits are kept in:

Office  
Shared Folder

Details of off-site activities are to be logged onto Evolve by:

Mr Mark Vasey

# ARRANGEMENTS

## EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

Headteacher/ Health and Safety Lead

Escape routes are checked by/every:

Health and Safety Lead  
All staff

Daily

Fire extinguishers are maintained and checked by/every:

Chubb  
Visually Inspected

Annually  
Termly

Alarms are tested by/every:

Health and Safety Lead  
Caretaker

Weekly

Emergency evacuation will be tested:

Termly

## APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc.*

CYPS Policy and Guidance Handbook (See School HandS folder – shared Drive)  
Emergency Response Guide (See School HandS folder – shared Drive)  
Safeguarding Policy (See School HandS folder – shared Drive)  
Safeguarding Audit (See School HandS folder – shared Drive)  
Lockdown Procedure (See School HandS folder – shared Drive)  
Disaster Recovery Procedure (See School HandS folder – shared Drive)  
Educational Visits Policy (See School HandS folder – shared Drive)  
Display Screen Equipment Procedure (See School HandS folder – shared Drive)  
Emergency Procedures (See School HandS folder – shared Drive)  
Events Procedure (See School HandS folder – shared Drive)  
Fire Safety Procedure (See School HandS folder – shared Drive)  
First Aid and Medicines Procedures (See School HandS folder – shared Drive)  
First Aid at Work Procedure (See School HandS folder – shared Drive)  
Intimate Care Procedure (See School HandS folder – shared Drive)  
Laptop and Tablet Procedure (See School HandS folder – shared Drive)  
Lettings Procedure (See School HandS folder – shared Drive)  
Lone Working Procedure (See School HandS folder – shared Drive)  
Midday Supervisor Procedure (See School HandS folder – shared Drive)  
Missing Child Procedure (See School HandS folder – shared Drive)  
Nappy Changing Procedure (See School HandS folder – shared Drive)  
Snow and Ice Procedure (See School HandS folder – shared Drive)  
Gritting Plan (See School HandS folder – shared Drive)  
Use of Chemicals at Work Procedure (See School HandS folder – shared Drive)  
Use of Sunscreens Procedure (See School HandS folder – shared Drive)  
Working at Height Procedure (See School HandS folder – shared Drive)